



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: October 19, 2007

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy 1.3, Communication, Information Sharing and Work Site Meetings, Section C.

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
1.	29.1	Monitoring and Conducting Fire and Occupational Safety Inspections in YDCs	29	10/01/07	CS-0117, Inspection Checklist for Offices and Facilities CS-0234, Fire Exit Drill Reports CS-0492, Emergency Generator Inspection Report	Policy revision: Supersedes 29.1, 11/01/04; Revisions includes: Combined all forms used for fire, safety and sanitation inspections into one form (CS-0117) that can be used for all DCS offices and facilities; minor editing. Policy and Procedures require minor policy review.

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
2.	29.2	Fire and Safety Monitoring in DCS Group Homes	29	10/1/07	CS-0117, Inspection Checklist for Offices and Facilities CS-0223, Hazardous Materials Bin Card CS-0234, Emergency Drill Report CS-0316, Quarterly Fire Safety Inspection CS-0400, Monthly Hazardous Materials Inventory	Policy revision: Supersedes 29.2, 11/01/04; Revisions includes: Combined all forms used for fire, safety and sanitation inspections into one form (CS-0117) that can be used for all DCS offices and facilities; minor editing. Policy and Procedures require minor policy review.
3.	29.4	Fire Safety and Sanitation Monitoring in DCS Leased Property	29	10/01/07	CS-0117, Inspection Checklist for Offices and Facilities CS-0234, Emergency Exit Drill	Policy revision: Supersedes 29.4, 03/01/07; Revisions includes: Combined all forms used for fire, safety and sanitation inspections into one form (CS-0117) that can be used for all DCS offices and facilities; minor editing. Policy and Procedures require minor policy review.

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